**Aschalew**

[**Aschalew.342201@2freemail.com**](mailto:Aschalew.342201@2freemail.com)

Dear Sir or Madam

I have been graduated from Addis Ababa University with diploma in Accounting and BA in Business Administration and Information System. I am student of ACCA , I have passed six papers and attempting another two papers.

I have work experience of more than ten years. For the first five years I have worked in various industries as accountant and finance manager. At the moment I work as senior auditor at Getachew Kassaye & Co the first and poplar audit firm in Ethiopia. In which I have demonstrated strong experience in the financial and compliance audit of various sectors helps me to acquire adequate experiences in various capacities which strengthen my capabilities in terms of covering various audit assignments and accounting services in both governmental the non-governmental organization for more than five years.

I am excited about the opportunity to join your team. In the attachment I am sending you my curriculum vitae and educational certificates as required in the advertisement

Please feel welcomed to contact me via telephone or e-mail if I can give some additional information.

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| **CAREER PROFILE**    Qualified, competent, and confident individual with more than 10 years experience in Auditing, Finance Manager and as an Accountant . I have a wide experience in various sectors such as manufacturing, merchandising, construction, NGOs both local and International and charities and Strong experiences in accounting software like Peachtree, sun system, Quick Book, Excel, and Word usage to advanced level. | |
| **EDUCATIONAL**  **QUALIFICATIONS**    **September 21, 2009- to Present**  **As an accountant and Finance Manager (Manufacturing and International Hotel)** | * B.A. degree in Business Administration and Information System from Addis Ababa University College of Commerce. ( August 2012) * Diploma in accounting from Addis Ababa University College of Commerce. (August 2004) * Chartered Certified Accountants (ACCA) (UK) Student   **Get chew Kassaye & Co Chartered Certified Accountants.**  **Senior auditor**   * Planning of the audit assignment in accordance with established audit planning procedures. * Preparation or update of the audit programs and determination of the scope of the audit tests and preparation of the detailed time budgets. * Assigning of work to the subordinate staff ensuring that such staff fully understand the reasons and objective of the audit tests. * Supervising subordinates staffs and reviewing the work assigned to them. * Discussing and following up with the client points revealed by the audit examination. * Checking and controlling the staff time and monitoring the progress of the audit by comparison with time budget. * Participation in difficult audit work, ensuring that audit points are properly compiled and fully completed. * Ensuring all the necessary documents and schedules are available in working papers. * Reviewing the working papers and approving every schedule for completeness. * Drafting the financial statements and audit report. * Providing the maximum practicable degree of on the job training and instruction to the audit assistants during the course of the audit assignment. * Arranging field visits in areas where the client is implementing its operation. * Updating the permanent file of clients by assessing the business environment, government regulations and major dealings both inside and outside the client. * Visiting and discussing with clients implementing partners. * Preparing a staff rating on the performance of each audit assistant engaged on the assignment. * Discussion with audit managers and the partner on particular points concerning the audit assignment.   **Summery of responsibility**   Providing financial data to user of the financial statement i.e. consultants, government and others.   Facilitating things when the organization is audited by external auditors.   Supervising daily cash collections and deposits according to the company polices.   Preparation of budgets and forecasts, monitor ongoing levels of expenditure, provide on time advice of the under or over spending, if any.   Check and approve payments   Check and approve invoices before payment effected and ensure payments made promptly.   Handling of Administrative works in the office   Preparation of reports monthly, quarterly and yearly both financial and performance for management.   To ensure through our team, that the office is well maintained and runs smoothly and efficiently.   Ensure compliance with local regulations   Other tasks assigned by the manager. |
| **LANGUAGE SKILLS**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | No. | **Language** | **Skill Status** | | | | | Listening | Speaking | Reading | Writing | | 1 | Amharic | Excellent | Excellent | Excellent | Excellent | | 2 | Afan Oromo | Excellent | Very Good | Very Good | Very good | | 2 | English | Very good | Very good | Very good | Very good | | |